

Transition Task Force

Personnel subcommittee

Report of 4/4/12 meeting

Members of the Transition Task Force's Personnel Subcommittee (Thea Berkhout, Jo Butler, Jim Levine, Shirley Meeker, Gary Patteson, Bruce Topolosky, Bob Bruschi, and Kathy Monzo), Alice Small and Heather Howard (liaisons from Consolidation Commission) and Joe Stefko (Ctr. For Governmental Research) met and discussed the following:

- Upcoming meeting times for April:
 - Wednesday, April 11, **6:00 p.m.**, Main Room, Township Hall
 - Wednesday, April 18, 5:30 p.m., Multipurpose Room, Borough Hall
 - Wednesday, April 25, 7:00 p.m., Community Room, Township Hall
- Joe Stefko reiterated the May 15 date by which recommendations related to appointments in interim positions for "Day 1" should have been provided to the TTF (including separation options, process/criteria, and staff reorganization proposals). Other committees (public works and public safety) should also have their organization proposals in by then.

Joe also explained that his term "interim" or acting indicates the person whom the current governing bodies select from redundant positions who will remain in place under the new government, but without obligate the new governing body. The intent is to designate someone to assume responsibility on "Day 1" – to empower the person to be able to make recommendations related to the transition.

- Subcommittee members discussed the importance of communicating to the staff and community what these appointments mean when selections are made, and also to communicate to the staff that over 90 percent of their positions were not in question and would remain in the new municipality.
- Jill Jachera, Thea Berkhout, Shirley Meeker, Alice Small, and Chad Goerner will form a subcommittee to review the procedures and criteria to be used for selecting the individuals to serve in the interim positions.
- After discussion of several severance options – ranging from current policy to one, two, or three additional months to two weeks per year of service, subcommittee members focused on the option of three months additional salary and benefits for employees who stay until the date that they are still needed by their municipality and who sign a release. It was suggested that some positions may not need to continue until December 31 and that these choices would vary by position. Gary Patteson will meet again with a subcommittee including Jim Levine, Bruce Topolosky, Kathy Monzo, and Sandy Webb and come back to the full committee with a goal of presenting a recommendation to the full TTF on April 17. The finance subcommittee (who is meeting on Thursday) will consider the possibility of a severance cost ranging from \$ 200,000 to \$400,000.
- Shirley Meeker recommended that the TTF ask legal counsel (Bill Kearns) if shared services agreements would be required if during this transition year an administrator would be working across both municipalities to advance the transition, while continuing to manage the work in her or her area in both municipalities.

- Jim Levine, Thea Berkhout, Bruce Topolosky, and Alice Small will meet with Bob Bruschi and Kathy Monzo to review the proposed reorganization of departments.
- The next meeting will be held at 6:00 p.m. in the Township Hall.